
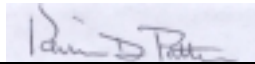



STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	SUPPLY AND SERVICES	
	DCD #:	75-3	
	TITLE:	Photocopy Fees	
	ISSUED:	April 1, 2006	
	AUTHORITY:		Kevin D. Patten ASSISTANT COMMISSIONER
	APPROVED:		Frank C. Sizer, Jr. COMMISSIONER

I. References:

- A. COMAR 12.02.07.04L; 12.11.02.13
- B. MCCS Standard .08A
- C. DCDs 1-2, 20-12; DPSCSDs 124-311 and 130-600, Sect. 630

II. Applicable To: DOC Headquarters, Maryland Correctional Enterprises and All Facilities

III. Purpose: To establish policy and procedure regarding requests for photocopies.

IV. Definitions:

A. Indigent Inmate – An indigent inmate is

- 1. an inmate who at reception has less than \$4.00 in his/her active and commissary accounts,
- 2. an inmate who in the previous 30 days has not received pay for an assignment and has not had \$4.00 in his/her active and commissary accounts,
- 3. for the sole purpose of acquiring a birth certificate, an inmate who has less than \$6.00 in his/her active and commissary accounts.

An inmate who meets the above criteria, but has a pattern of receiving and spending funds in a 30-day period that shows manipulation of the account balances to maintain indigency, will not qualify as an indigent inmate; and the value of a welfare commissary package received during that 30-day period may be deducted from the inmate's active or commissary account.

B. Page – One side of a sheet of paper. Double-sided copies will be provided, and the price is per page as defined.

V. Policy:

It is the policy of the Division of Correction to comply with statutes, regulations and directives regarding the release of information. It is also the Division's policy to provide inmates with a reasonable opportunity to have photocopies made as an adjunct to the inmate's right of access to the courts, particularly when photocopies are reasonably necessary for pending legal or administrative proceedings.

VI. Procedure:

A. Request for Photocopies

1. Inmate Records

Requests for photocopies of records pertaining to inmates shall be honored in accordance with the applicable directives regarding those records:

- a. Inmate base file records – refer to DCD 20-12;
- b. Inmate medical records – refer to DPSCSD 130-600, Sect. 630;
- c. Inmate psychological records – refer to DPSCSD 124-311.

2. Other Records

Requests for photocopies of other Division of Correction and Maryland Correctional Enterprise records shall be honored in accordance with the regulations and directives pertaining to the records.

B. Granting or Denial of Request:

1. Each request for photocopies shall be granted if the requestor pays the photocopy fee and if the photocopied records are otherwise accessible under the governing statutes and regulations.
2. A request for photocopies by an indigent inmate shall be granted only if the photocopies are reasonably necessary for pending legal or administrative proceedings. For questionable cases, it may be advisable to seek the advice of counsel to the Division of Correction.

C. Photocopy Fees

1. Photocopy fees are waived for any agents of state, federal or local law enforcement agencies, courts and other agencies with ongoing

cooperative relationships with the Division (e.g., Department of Education, Division of Parole and Probation).

2. Inmate Fees

- a. Photocopy fees are waived for indigent inmates.
- b. Photocopy fees for other inmates are established at \$.15 per page.

3. Other Requestors

The photocopy fee for other requestors is established at \$.50 per page.

D. No institutional directive is required.

VII. Attachment: None

VIII. Rescission: DCD 75-3, dated December 1, 1992

Distribution:

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